# Central University of Odisha

## Recruitment of Consultants

The Central University of Odisha invites applications from retried and qualified candidates for rendering service in different sections of the University on payment of consolidated honorarium as per the qualifications and experience.

| Name of the post / position | Essential qualifications | Experience | Nature of duties |
|---|---|---|---|
| Consultant AR ( 04) | Masters degree | Retried officers in the Assistant Registrar cadre in Central / State Universities. | Recruitment of teaching and non teaching, CAS , DPC, Reservation Roaster and matters related SC/ST/OBC/PWD/EWS Legal matters, Assistance in conducting Statutory bodies meeting like EC, RTI, Purchase related including GEM operations, Internal Auditing. Any other work assigned by the authority of the University. |
| Consultant (SO) (03) | Bachelors degree with typing and Shorthand skills. | Retired officers not below the rank of Private Secretary/ Section Officer in Central / State Universities | Stores & Purchase related activates including GEM operations, Establishment, Academic & Examinations, PFMS, Tally. Experience e-procurements. Any other work assigned by the authority of the University. |

1. The honorarium / fee for Consultants shall be fixed based on the qualification and experience.
2. The period of engagement shall be for six months initially, extendable for another six months subject to approval of the Competent Authority.
3. Applicants are expected to have good knowledge of rules and regulation of Establishment and Administrative matters of University System / Central Government.
4. Should be well versed in MS –Office / Excel and internet.
5. The age of candidates should be preferable below 65 years.

Application in the prescribed format must be addressed to the Registrar, Central University of Odisha, Sunabeda Campus, Sunabeda Dist: Koraput Odisha on or before 01.06.2020. **Applicants may send filled in applications along with relevant enclosures to – Registrar@cuo.ac.in**. Incomplete applications / late received applications shall be rejected. Please visit university web site – www.cuo.ac.in

Sd/-
Registrar

**CENTRAL UNIVERSITY OF ODISHA**

**Application for the post of Consultant**

**Affix a recent passport size photo and sing across**

1. Name of the Candidate

2. Date of Birth

3. Address for communication (including e-mail & Mobile No.)

4. Educational qualification (s)

| Exam passed | Name of the Board / University | Year of Passing | Subjects | % of Marks |
|---|---|---|---|---|
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5. Employment details in chronological order

| University / Organisation | Designation | From | To | Scale of Pay / Grade pay | Nature of duties |
|---|---|---|---|---|---|
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6. Additional information, if any ( enclose additional sheet, if required)

7. Two References with Postal address and e-mail / Mobile No.

1.

2.

*Signature of the applicant with date*